

CITY OF DETROIT



**Detroit Business Certification Program
Application for Certification & Re-Certification as**

**Detroit Based Business
Detroit Headquartered Business
Detroit Small Business
Minority-Owned Business Enterprise
Woman-Owned Business Enterprise**

Administered by the
City of Detroit / Human Rights Department
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1240
Detroit, MI 48226
(313) 224-4950

Website address: www.detroitmi.gov/HumanRights

Mike Duggan, Mayor

Detroit City Council



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Introduction

Thank you for your interest in becoming certified with the City of Detroit Human Rights Department. All applicants are required to pay an annual, non-refundable program fee to initiate the certification review process. The fee is based on size; Small or Non-Small, and is due in-full when submitting the application for certification, and annually thereafter.

Payment of the Annual Program Fee does not guarantee certification. To receive a certificate, the applicant must meet all requirements of the program as related to the certification type being sought.

Please review and answer ALL required questions. Please use the enclosed checklist to ensure you have submitted all required documentation. Commonly Asked Questions have been provided to answer your questions. Once you have completed the application and submitted it along with the annual program fee and all requested documentation, the following steps will be completed by the Human Rights Department:

1. A Business Certification Specialist will give the applicant a receipt acknowledging payment of the Annual Program Fee.
2. A Business Certification Specialist will review the file and contact the applicant with any questions.
3. A Business Certification Specialist may perform a site-visit for Detroit Based Business (DBB), Detroit Headquartered Business (DHB), and Detroit Small Business (DSB) certifications as necessary.
4. If the applicant meets the qualifications, the appropriate certificate will be issued for a period of one year.

Note: *To ensure timely processing of your application, please answer all questions in the application with APPROVED income tax and vendor clearances.* Incomplete applications may be returned to you.

We cannot guarantee that an application determination will be completed in time for a bid submission. Your completed application can be mailed to the following address:

**Coleman A. Young Municipal Center
City of Detroit Human Rights Department
2 Woodward Avenue, Suite 1240
Detroit, MI 48226**

For information regarding the services of the Human Rights Department please contact us at 313-224-4950 or visit our website: www.detroitmi.gov/HumanRights

Commonly Asked Questions

1. Why should I participate in the Detroit Business Certification Program (DBCP)?

The Detroit Business Certification Program (DBCP) is an important component of the economic revitalization of Detroit. It is the policy of the administration to encourage and increase the utilization of local business doing business in the City and to offer benefits that:

- Promote utilization of Detroit Headquartered, and Small businesses in the City's contracting process.
- Offer eligibility for equalization credits and competitive advantage for bidding (Detroit based firms).
- Promote awareness within the Detroit business community regarding opportunities for utilization of local goods and services.
- Provide assistance with monitoring and administrative processes to comply with Executive Orders and assist with skill trade training and apprenticeships.
- Extend personal invitations to community outreach and workshops.
- Enhance opportunities to network and partner with other certified businesses.
- Promote business through increased visibility of company's brand, business type(s) and contact information that is made available in the City's Certified Business Register. The Register is available on the City's website, published quarterly and forwarded to contractors upon request.

2. When can I submit my application?

Business applicants applying for any certification type should submit their application upon completion of a minimum of 12 months of business operation.

- Certification types offered are: Detroit Based Business (DBB), Detroit Headquartered Business (DHB)(**DHB includes DBB**), Detroit Small Business (DSB), Minority-Owned Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE).
- Detroit Based Business (DBB), Detroit Headquartered (DHB) and Detroit Small Business (DSB) applicants must have operated from a Detroit-based location, and paid all income and personal property taxes due for not less than one (1) taxable year immediately prior to submitting an application.

3. My company has been in existence for less than 12 months? Why can't I get certified?

The City of Detroit Ordinance Chapter 18-5-1 mandates that the services the firm offers to the City has been provided at the City site for at least one (1) year prior to the date of applications

4. How long after application submittal is a determination made?

On average, the certification process takes **30 – 45 days**.

- Application processing time may vary depending upon the number of certifications requested per applicant, and the legal/financial complexity of the business being reviewed.

5. Can I do anything to avoid unnecessary delays in processing my application?

- Verify that the information you are submitting is accurate. If you have questions pertaining to the application, please contact the Human Rights Department (HRD) at (313) 224-4950.
- Submit all documents listed on the checklist.
- Timeliness in responding to an HRD Business Certification Specialist's request for information is crucial to avoid unnecessary delays in processing your application.

Please Note: Inaccurate, illegible, or missing information (i.e. signatures, dates, required documents, tax clearances, etc.) in the application and/or supporting documentation will delay processing time.

6. What do I receive once my business is certified?

An official certification is mailed to successful applicants each year.

- Any business that is certified is automatically listed in the City of Detroit's Certified Business register.
- City of Detroit's Certified Business Register is available on the Human Rights Department webpage at www.detroitmi.gov/HumanRights.

Commonly Asked Questions

7. What happens if my business is found not qualified for one certification type and I applied for several?

You may be required to submit additional information to meet certification requirements.

- You may apply for Detroit Based Business, Detroit Small Business and Detroit Headquartered Business certification. If you do not meet the requirements of Detroit Headquartered Business (DHB), and meet the requirements for Detroit Based Business (DBB) or Detroit Small Business (DSB), a certification will be issued for the approved certification type.
- You may register as a Minority-Owned Business and/or Woman-Owned Business if your business meets the requirements stated on the MBE / WBE declaration page. MBE and WBE registration is independent of DBB, DHB, and DSB.
- We cannot guarantee that your business will qualify for any status. Your Program Fee is non-refundable whatever the outcome.

8. Is there a cost associated with the Detroit Business Certification Program?

Yes, there is an annual fee: (refer to page 14 for qualifications for small business status)

- Small Businesses: \$600
- Non-Small Business: \$2,500
- WBE / MBE only and Small Business: \$600
- WBE / MBE only and Non-Small Business: \$2,500
- Annual Program Fee is non-refundable
- Payable to City of Detroit, Memo note – Human Rights Department DBCP

9. Why is the Certification Application so extensive and complex?

Businesses who participate in the Detroit Business Certification Program will have a competitive advantage when bidding on City contracts. Therefore it is imperative that the certification process is thorough and comprehensive, and the authenticity and legitimacy of all businesses are confirmed.

- Ensures equity, integrity, and accountability to the process, validates all requirements and guidelines set forth in the HRD Administrative Guidelines.
- Through comprehensive research and investigation, the department is able to validate authenticity and legitimacy for all businesses.

10. Where can I pick up a Business Certification Application?

Business Certification Applications are available at the Human Rights Department, Coleman A. Young Municipal Center, Suite 1240, 313-224-4950 or visit www.detroitmi.gov/HumanRights.

11. What is a Covenant of Equal Opportunity / Human Rights Clearance Affidavit (HRCA)?

The Human Rights Department has the responsibility for ensuring all business doing business with the City of Detroit comply with all Federal, State and Local regulations governing fair employment practices. The Covenant of Equal Opportunity, also referred to as the Human Rights Clearance Affidavit, ensures compliance with the City's equal employment principles and monitors the employment and hiring practices of contractors who do business with the City.

- All potential vendors, contractors, and subcontractors involved in the bid selection process must complete, sign and notarize the HRCA at the time of their bid submission.
- Contractors do not need a certification to bid on City Contracts; however, all contractors must have a HRCA for each bid submission.
- There are no fees for the HRCA.

Detroit Business Certification Program Checklist of Required Documentation & Information

(Complete checklist. Keep a copy and submit a completed copy of this page with application)
(Refer to the following pages for detailed information for each item)

Detroit Based Business (DBB)

- ☐ Payment (check), \$ _____
- ☐ Answered Affiliates/Subsidiaries & Explained
- ☐ Business Overview
- ☐ By-Laws / Operating Agreement / Organization Agreement
- ☐ Licenses Required For Business
- ☐ 4 Paid/Signed-Off Invoices (No Utility Bills, 1 per quarter to cover past year OF SERVICES PROVIDED)
- ☐ Legal Business Structure
- ☐ Verification of Stock
- ☐ Audited/Certified Annual Financial Statements
(Including Accountant's Note, See Question 23 for more info)
- ☐ Last 4 Consecutive Quarterly Employer's Tax Reports
(Michigan UIA 1028/1020)
- ☐ Last 3 Fiscal Year Federal Tax Returns (Including All Schedules & Attachments)
 - ☐ Year _____
 - ☐ Year _____
 - ☐ Year _____
- ☐ Last 3 Fiscal Year City Of Detroit Tax Returns
 - ☐ Year _____
 - ☐ Year _____
 - ☐ Year _____
- ☐ Approved Bus. Income Tax Clearance – expire date _____
- ☐ Approved Vendor Clearance – expire date _____
- ☐ Lease / Mortgage / Deed / Paid Property Tax Bill
- ☐ Verification of Physical Resources
- ☐ Business Roster
 - ☐ Owners & Executives/Upper Management
 - ☐ Employees
- ☐ Affidavit Of Applicant Page
 - ☐ Authorize Signature
 - ☐ Notary Signature
 - ☐ Notary Stamp
- ☐ Any Prior Detroit Business Certification(s)
 - ☐ List Last One _____

Detroit Headquartered Business (DHB)

- ☐ Completed All Items Under DBB
- ☐ Approved Individual Income Tax Clearance(s) – Owners and Upper Management
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Have Available Individual W-2s - Upon Request
- ☐ Have Available Individual Earned Pay Disbursement Records – Upon Request

Detroit Small Business (DSB)

- ☐ Completed All Items Under DBB
- ☐ Meet Small Business Requirements (average over the last 3 fiscal years)
 - ☐ Manufacturing: < 500 Employees in 3 Years
 - ☐ General Construction: < \$28 million
 - ☐ Specialty Construction: < \$12 million
 - ☐ Wholesale: < 100 Employees in 3Years
 - ☐ Retail: < \$6 million
 - ☐ Service: < \$6 million
 - ☐ Professional Service: < \$6 million
- ☐ Gross Receipts: Year _____ \$ _____
 - Year _____ \$ _____
 - Year _____ \$ _____
 - Average: \$ _____

Minority / Woman Business Enterprise (MBE / WBE)

- ☐ Answered Questions 1 – 23 in application
- ☐ Completed Line Items under DBB (First 8 Boxes)
- ☐ Business Roster – Owners & Executives/Upper Mgmt
- ☐ Business Roster - Employees
- ☐ MBE / WBE Declaration Page
 - ☐ Completed Entire Table
 - ☐ Authorize Signature & Date
- ☐ Completed Affidavit of Applicant Page

Detroit Business Certification Program (DBCP) Application for Certification & Re-Certification

**** All businesses MUST operate out of the Detroit location for at least one (1) year prior to the date of this application.**

Refer to Introduction and Commonly Asked Questions For Assistance With Completing Application

Certify as (Check all that apply):

- ☐ **Detroit Based Business (DBB)****
- ☐ **Detroit Headquartered Business (DHB) ****
(DHB includes DBB & must also meet all DBB requirements)
- ☐ **Detroit Small Business (DSB) ****
(DSB must also meet DBB requirements)
- ☐ **Minority-Owned Business Enterprise (MBE)**
- ☐ **Woman-Owned Business Enterprise (WBE)**

*All applicants are required to pay an annual, **non-refundable** program fee at the time of application certification. **Payment of the Annual Program Fee does not guarantee certification.***

1. Name of Business: _____
2. Business Street Address: _____
3. City: _____ State: _____ Zip: _____
4. Mailing Address: _____
5. City: _____ State: _____ Zip: _____
6. Business Telephone: () _____ Fax: () _____
7. *Authorized Contact Person; i.e., the representative who is authorized to discuss confidential information and answer questions related to your application:*
Name: _____ Title: _____
8. Authorized Contact Telephone: () _____ Fax: () _____
Next Authorized Contact: () _____ Fax: () _____
9. Website & Email Address: _____
10. Date Business Established: _____ / _____ / _____
11. E I N : _____ or SSN (last 4 digits only): _____
12. Has there been change in Business Legal Structure since the inception of the business? Yes No
If yes, please attach and explain the old and new Structure and the date of change in the Business Legal Structure.
Change date: _____ / _____ / _____

13. Business Information

Submit a copy of a lease, deed, land contract or mortgage agreement for each Detroit location owned or operated by the applicant. The applicant must complete the first box below for the Business Headquarters no matter where it is located. Other boxes below should only be completed for each location within the City of Detroit. If necessary, provide information for additional locations on a separate sheet.

Business Headquarters:

Name of Authorized Person at HQ: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Type of Operations: _____

Number of Employees: _____ Phone # _____

Number of Detroit Residents Employees: _____

Detroit Location (if different than headquarters):

Name of Authorized Person at Detroit Location: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Type of Operations: _____

Number of Employees: _____ Phone # _____

Number of Detroit Residents Employees: _____

Detroit Location (if different from above):

Name of Authorized Person at Detroit Location: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Type of Operations: _____

Number of Employees: _____ Phone # _____

Number of Detroit Residents Employees: _____

14. Other Locations:

How many business locations outside the City of Detroit? _____

If there are locations outside the City of Detroit, please list address of each location:

15. Business Type (*Check All That Apply*):

- **Manufacturing**
Manufacturing means a business operating or maintaining a facility that produces materials, supplies, articles, equipment, etc. from raw materials or that materially alters or adds value to previously manufactured products from their original state such that the altered product is no longer useable as originally intended.
- **General Construction**
General Construction Business means a business that (1) is a general contractor for any of the following: Industrial Buildings, Residential Buildings, Single Family Houses or Warehouses or (2) performs heavy construction which includes, but is not limited to the following: bridges, communications lines, elevated highways, highways, pipelines, power lines, sewer lines, streets, tunnels, or water lines.
- **Specialty Construction**
Specialty Construction Business means a business that engages in any of the following lines of business: carpentry, concrete work, electrical work, excavation work, floor laying, glass and glazing work, heating ventilation and air conditioning, installation or erection of building equipment, masonry, stone setting and other stone work, painting and paperhanging, plastering, drywall, acoustical and insulation work, plumbing, roofing, siding and sheet metal work, structural steel erection, terrazzo, tile marble and mosaic work, water well drilling, or wrecking and demolition work, as well as other categories of specialty construction as may be identified by the City.
- **Wholesale**
Wholesale business means a firm engaged in the selling or distribution of commodities, goods, articles, products, etc. in large quantities and usually to retailers or others at a reduced cost per item.
- **Retail**
Retail business means a firm engaged in the sale or distribution of commodities, goods, articles, products, etc. to the ultimate consumer in small quantities and in which an inventory of products is available at the business location.
- **Service**
Service business means a firm providing services of a non-professional nature such as, but not limited to repairing, cleaning, maintenance, testing, construction services, personal services, etc.
- **Professional Service**
Professional Service business means a firm providing services that are not generally available in the public-at-large that requires specialized knowledge, licensing and/or certification. These services include, but are not limited to accounting services, architectural/engineering services, consultant services, information technology services, construction management, financial management, facilities management, legal services, etc.

Information regarding Business Type (information will be placed in business registry online):

16. Indicate the three-digit NIGP commodity class code(s) that apply to the goods/services your firm provides. This information will be listed on HRD's business registry. *(Please refer to the attached 3-digit NIGP Commodity Codes List on Human Rights Department webpage, www.detroitmi.gov/HumanRights).*

NOTE: A maximum of five (5) commodity codes will be displayed in the City of Detroit Certified Business Register. Attach a separate sheet for additional codes. All commodity codes for which your business is certified will be entered into the City's on-line database.

17. Does the firm or owner(s)/management have any subsidiaries or affiliates or is it a subsidiary or affiliate of another business concern?

☐ No ☐ Yes

If yes, provide a full and detailed explanation of ALL business relationships and the relationships of ALL owners and executives on a separate attachment.

18. Submit an overview of the business and a copy of the business By-laws / Operating Agreement / Organization Agreement.
19. Submit a copy of all licenses required for the operation of the business (i.e. Professional License or Certification, MI Sales Tax, MI License/Permit, Building & Safety Engineering Permit(s), etc).
20. Submit at least four (4) paid/sign-off invoices (No Utility Bills – invoices related to your industry; one paid/sign-off invoice PER QUARTER to cover the past year, account receivable or payable).
21. Submit Legal Business Structure (Please check the applicable box):
- ☐ Assumed Name Certificate
 - ☐ Articles of Incorporation
 - ☐ Articles of Organization
 - ☐ Certificate of Co-Partnership
22. Submit verification of all issued stock certificates and owners:
- ☐ If no stock issued, submit a signed copy of the business federal tax returns (**including all schedules and attachments**) – DBB/DHB/DSB (last 3 years); MBE/WBE only (last (1) year)
 - ☐ Submit most current Federal Tax Return Schedule K-1, if it shows owner adding up to 100% OR
 - ☐ Photocopy **both** the front and back of all issued stock AND/OR
 - ☐ Photocopy of the stock transfer ledger AND
 - ☐ List all stock owners: (Please print neatly); Total Number of Issued Stock: _____
 - 1. Name: _____ 4. Name: _____
 - 2. Name: _____ 5. Name: _____
 - 3. Name: _____ 6. More stock owners list on additional sheet
23. Submit Audited/Certified Annual Financial Statements (**including accountant's notes**)

Submit the business last fiscal year (one year only) financial statements (Income Statement, Balance Sheet, Profit/Loss Statement, Statement of Operations, Statement of Cash Flows, etc).

Note: If your business does not have an audited/certified annual financial statement, you are still required to provide Financial Statements with a statement why your business cannot provide an audited/certified annual financial statement for your business.

24. Submit the last four (4) consecutive quarters of Employer's Quarterly Tax Report (UIA 1028/1020).

25. Submit Federal Tax Returns (Please check the applicable box):

A signed copy of the business ***last three (3) fiscal years*** federal tax returns (**including all schedules and attachments**) as indicated below for the legal tax structure selected.

- ☐ Corporation - (*IRS Form 1120*)
- ☐ S Status – (*IRS Form 1120S*)
- ☐ Limited Liability Company LLC – (*IRS Form 1065*)
- ☐ Limited Liability Partnership – (*IRS Form 1065*)
- ☐ Partnership – (*IRS Form 1065*)
- ☐ Sole Proprietorship – (*IRS Form 1040*)
- ☐ Professional Corporation or Professional LLC
- ☐ Other

26. Out-of State Business:

Out-of-state applicants certifying for DBB and DSB must provide documentation of their authorization to conduct business in Michigan. (Application for Certificate of Authority to Transact Business or Conduct Affairs in Michigan for Limited Liability Companies (LLC), use Form 760, <http://www.dleg.state.mi.us/bcsc/forms/corp/llc/760.pdf> and for Corporation Companies, use Form 560, <http://www.dleg.state.mi.us/bcsc/forms/corp/corp/560.pdf> .)

27. Business City of Detroit Tax Returns:

Submit a signed copy of the business ***last three (3) fiscal years*** City of Detroit tax returns (**including all schedules**) as indicated below for the applicant's most recently completed federal tax return year preceding the date of this application:

- ☐ City of Detroit Corporate Income Tax Return (D-1120)
- ☐ City of Detroit Partnership Income Tax Return (D-1065)
- ☐ City of Detroit Individual Income Tax Return (D-1040 R/NR)
(For businesses that are not corporations or partnerships)
- ☐ Out-of-State only

28. Business Clearances:

All businesses must submit with this application a copy of each of the following business clearance forms showing verification of approval that the applicant business has complied with certain provisions contained within City of Detroit tax related ordinances. If applying for Detroit Headquartered Business (DHB), see DHB section for individual clearances requirements. ***(Please attach ONLY approved clearances to this application.)***

○ **Vendor Clearance Form** (See attachment)

Revenue Collection
Coleman A. Young Municipal Center
2 Woodward Ave. Room 1012
Detroit, MI 48226
Phone: 313-224-2389 or 224-2689, Fax: 313-224-4238

○ **Income Tax Clearance Form** (See attachment)

Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Ave. Room 1220
Detroit, MI. 48226
Phone: 313-224-3328 or 313-224-3329, Fax: 313-224-4588

PLEASE NOTE:

**The Applicant is responsible for securing all clearances.
Please attach ONLY approved clearances to this application.**

29. Detroit Based Business: (Business must have paid city income, property taxes, and business personal property taxes one taxable year immediately prior to date of the application)

Detroit based business (DBB) means a business which pays City income taxes on the business's net profits and pays City property taxes on a plant or office and equipment which are ordinarily required for the furnishing of the goods or the performance of the services required by the contract and referred to in the application for certification as a Detroit based business, or other real or personal property in the City equivalent in value to such plant or office and equipment for not less than one (1) taxable year immediately prior to the date of the application for certification as a Detroit based business. Additionally, the following requirements must be met:

- A. Provide verification of location - lease / mortgage / paid property tax bill / deed that covers the complete year prior to submitting application;
- B. Provide verification that the firm has the physical resources including, but not limited to, inventory, equipment, vehicles, etc., as well as the ability to provide the services indicated in its application for certification at the City location – i.e. inventory list of office furniture and equipment in a spreadsheet or on company letter OR a copy of most recent paid Personal Property Tax Bill;
- C. Provide verification of the business to carry out the service or repair the product to be sold to the City at the City site;
- D. Provide references, licenses, or other means of verification acceptable to the City that the services the firm offers to the City has been provided at the City site for at least one (1) year prior to the date of applications; and
- E. Provide verification that the business has or can procure an adequate number of employees based at its City site to perform services indicated in the application.

30. Detroit Headquartered Business: (The headquarters must meet the requirements of a Detroit based business in addition to the following.)

Detroit Headquartered Business (DHB) is an enterprise with an office within the City of Detroit that services as the administrative center where the chief executive officer and highest level management staff perform the majority, or fifty-one percent (51%) of their management functions. Affiliates, subsidiaries, limited liability corporations and other business structures shall not receive Detroit Headquartered Business certification if it is determined by the Human Rights Department that another related office outside the City of Detroit has a larger presence than the Detroit office. Additionally, the following requirements must be met:

- A. Meeting all requirements for Detroit Based Business (DBB). DBB is included in the DHB category.
- B. Complete and submit an approved Individual City Income Tax Clearance Form (see attachment for individual) for **each** owner and highest level of management (i.e. Chairman, Vice-Chair, President, Vice President, CEO, CFO, COO, Executive Director, etc). To obtain clearance submit clearance to the City of Detroit Income Tax Division. Once clearance is approved submit approved clearance form(s) to the Human Rights Department.
- C. Have available a copy of owner(s) and highest level of management payroll related documents (W-2 forms, earned pay disbursement records, corporate filing, etc.) for review by an Human Rights Department personnel upon request.

31. Detroit Small Business: (Small business must meet the requirements of a Detroit based business in addition to the following.)

Detroit Small Business (DSB) must have been in existence and operating for at least one (1) year prior to the date of application. Additionally, the applicant's average annual gross receipts must be less than the following figures in the three (3) fiscal years preceding the date of application:

- **Manufacturing business** which has provided full-time employment to fewer than five hundred (500) persons in the three (3) fiscal years preceding the date of application. Provide the following for the last three (3) fiscal years-ending: (*Attach copies of the year-end payroll reports for the corresponding fiscal years, quarterly MESC reports, and other official documents to support your year-end number of employees.*)

Month / Day / Year	Number of Employees

- **General construction business:** \$28 million
- **Specialty construction business:** \$12 million
- **Wholesale business** which has provided full-time employment to fewer than one hundred (100) persons in the three (3) fiscal years preceding the date of application
- **Retail business:** \$6 million
- **Service business:** \$6 million
- **Professional Service Firm:** \$6 million

Business Roster – Owners and Executives / Upper Management

Business Name: _____

1. List all stock owners. If owner does not work for business, please list owner's employer, address, and hours worked per week per employer.
2. List all executives / upper management, for example but not limited to - CEO, COO, CFO/Controller, Chairman, Vice Chairman, President, Vice President, Executive Vice President, Senior Vice President, Partner, Executive Director, etc.
3. Do any of the named owners / executives below have any business interest/ownership or employment with another business or organization? ☐ Yes ☐ No
If yes, please explain in detail on a separate sheet of paper.

(Please print and complete all columns)

			Tot Hrs Worked (per week)	Hrs Worked In Detroit Only (per week)		Percentage of Ownership	Submit Approved Individual Income Tax Clearance YES/NO (for DHB only)
Name	Title	Date Appointed & Date Hired			Work Location Address		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

TOTAL % 100%

Business Roster – Employees

Business Name: _____

1. Are the employees listed below also listed on the Quarterly Tax Report submitted with this application? ☐ Yes ☐ No

(Please print and complete all columns)

Name	Title	Date Appointed & Hire Date	Work Location Address	Employee Home City, State, & Zip	Quarterly Report YES/NO
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Requirements For Income Tax Clearance

Background. The City of Detroit is authorized to levy an income tax under the Uniform City Income Tax Ordinance (No.900-F) set forth in Chapter 2 of Act 284 of the Public Acts of 1964, known as the “City Income Tax Act.” No bid shall be accepted from or contract awarded to any person who is in arrears to the City...” see Detroit codes: Sec.18-5-13, Sec. 18-10-25 and General Conditions# 28.

What Is An Income Tax Clearance? An **approved** Income Tax Clearance states that an individual, business or subcontractor seeking employment or contracts with the City of Detroit has complied with all the provisions of the City Income Tax Ordinance. Contractors (individuals, businesses or Subcontractors) cannot be awarded a contract and are not authorized to perform services until they are in compliance with the City Income Tax Ordinance. **The “Request for Income Tax Clearance” form should be submitted 30 days prior to the submission for new bids or renewals of contract extensions. Please e-mail your completed request form (preferably in pdf format) to: IncomeTaxClearance@detroitmi.gov**

Requirements For Individuals. Individuals must file returns and pay income taxes, and not have any unpaid assessments. Detroit residents must file form D-1040(R). If a taxpayer claims a non-resident status, proof will be required (copy of lease, mortgage closing statements, driver’s license, voter’s registration, etc.). If an individual seeking a tax clearance reside within the City, but claimed dependent status on another person’s tax return, or received assistance, proof may be required.

Requirements For Businesses. Businesses must file Corporation D-1120 or Partnership D-1065 returns, regardless of net profit or loss. Non-profit organizations are required to file D-1120 tax return based on non-related income. All employers located in the City or “doing business within the City” must withhold City of Detroit income taxes from employees’ compensation. Employers subject to withholding tax must file monthly or quarterly forms D-941/501, as well as, form DW-3 Annual Reconciliation with W2’s. All assessments must be paid. New employers must request an Employer’s Package and register with the City by completing and submitting an Employer’s Withholding Registration form DSS-4. Contractors must supply a list of subcontractors with federal identification numbers or social security numbers. Contractors must also supply the federal identification numbers used for their leased employees.

Income Tax Clearance Denials. Income Tax Clearances are denied based on one or more of the following reasons: (1) Missing withholding payments, DW-3 Annual Reconciliation with W2’s, (2) Unpaid assessments and (3) Missing tax returns and related data regarding taxpayers are confidential: therefore, reasons for denial are given only to the taxpayer or authorized representative with power of attorney. Taxpayers with denied clearances my visit our office to obtain information about their account or to drop off requested information.

Appointments are not necessary. For additional information contact the Clearance Section at 313-224-3328. Our office is located in the Coleman A. Young Municipal Center, 2 Woodward Avenue, Suite 512. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

**REQUEST FOR INCOME TAX CLEARANCE**REQUESTING DEPARTMENT / DIVISION: **Human Rights Department**

E-MAIL ADDRESS: _____

CONTACT NAME: _____ PHONE: _____ FAX: _____

Type of Clearance: ☐ New ☐ Renewal (Please submit 30 days prior to submitting bid or expiration date)

A. To:
City of Detroit
Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Avenue, Ste. 1220
Detroit, MI 48226

Phone: (313) 224-3328 or 224-3329
Fax: (313) 224-4588

For:
Individual or
Company Name _____

Address _____

City _____

State _____ Zip Code _____

Telephone _____ Fax # _____

Email Address _____

B. Name of Chief Financial Officer/Authorized Contact Person
(include address if different from above)

Telephone # _____

Fax # _____

Employer Identification or Social Security Number _____

Spouse Social Security Number _____

Nature of Contract _____

BID CONTRACT AMOUNT (if known):

Labor: \$ _____ Material: \$ _____

Contract # (if known) _____

**C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED
MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE**

Check One: ☐ Individual ☐ Corporation ☐ Partnership ☐ Estate & Trust**INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.**

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Are you a student and/or claimed as a dependent on someone else's tax return | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Were you employed during the last seven (7) years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Were you a resident of Detroit during the last seven (7) years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

- | | | |
|---|------------------------------|-----------------------------|
| 5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Will the company have employees working in Detroit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Will the company use sub-contractors or independent contractors in Detroit? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

D. FOR INCOME TAX USE ONLY

Has the employer/employee complied with the provisions of the City Income Tax Ordinance?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature _____	Date _____	Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT: www.detroitmi.gov

Note: An approved Income Tax Certificate may be used in multiple city wide departments that require a bid. **Please email your completed request form (preferably in pdf format) to: IncomeTaxClearance@detroitmi.gov**

PURCHASING DIVISION INFORMATION FOR VENDOR CLEARANCE REQUEST

REVENUE COLLECTION CLEARANCE

All Purchasing Division vendors in compliance with Ordinance 52-H (No outstanding obligations to the City of Detroit) requirements will receive an approved Revenue Collection Clearance. Copies of the approved clearance may be submitted with bid packages until the clearance expiration date. Revenue Collection Unit clearances may have various validity dates--usually within the same fiscal year.

VENDOR CLEARANCE REQUESTS

Purchasing Division clearance requests will be called Purchasing Division Vendor Clearance Request. The vendor request provides for submission of all pertinent data relating to the business or individual seeking the contract. It must be filled out in its entirety and submitted along with any additional documentation, such as: (1) Copies of lease and/or rental agreements, if the real property does not belong to the applicant (2) Federal I.D. number or SS#, if a sole proprietor (3) Personal Property tax I.D. number, if applicable. If you do not know your number or need to apply for one, you must go to Room 607 for this information. Missing and/or inaccurate information may result in processing delays.

INTERNAL PROCESSING

Document review takes five (5) working days. It is the vendor's responsibility to provide required documentation in time for a review and recommendation prior to the bid ending date. Clearance requests may be dropped off on all normal work days between 8:30 a.m. and 4:30 p.m. In room 1012 of the Coleman A. Young Municipal Center, a tray labeled Vendor Clearances will be available on the front counter. Pickup of completed forms can be made after 8:30 a.m. The fifth working day (no Saturdays or Sundays) after submission no one will be available to answer questions at the time of submission. Denied requests will include the reason for denial. Vendors in possession of an expired approved clearance should submit the expired clearance with their request.

Purchasing Division / Human Rights Department VENDOR/BUSINESS CLEARANCE REQUEST

Submit to: Revenue Collection Unit
2 Woodward Ave. Rm.1012
Detroit, MI 48226
(313) 224-2389 or 224-2689 Telephone / (313) 224-4238 Fax

Nature of Contract _____

Contract Amount \$ _____

Business Type: ☐ Corp ☐ Partnership ☐ Sole Proprietorship ☐ Personal Services

Business Name _____

Business Address _____

_____ ☐ Lease ☐ Own

Ward/Item # _____

Tax ID/FID # _____

City Personal Property I.D. # _____

Owner(s) Name _____

Owner(s) SS# (If Sole Proprietorship) _____

Owner(s) Home Address (If Sole Proprietorship) _____

_____ ☐ Lease ☐ Own

Contact Person _____

Contact Number _____ Fax Number _____

Please do not write below this line

<u>Real Property</u>	<u>Special Assessment</u>	<u>Personal Property</u>	<u>Other Receivable</u>
<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved

Comments: _____

Please mail, fax or drop off this Request Form to the Revenue Collection Unit at the address indicated above. You will be responsible for keeping the clearance and submitting a copy to Purchasing with your bid package and Human Rights with your certification application package

Signature _____

Date _____

Expiration Date _____

32. Minority-Owned and Woman-Owned: (This page is for Minority and/or Woman majority controlled businesses.)

MBE / WBE DECLARATION

Recognized ethnic-minority persons are United States citizens or lawful permanent residents. Ethnic-minorities are defined as: African-American/Black, Hispanic, Asian (including Indian and Pacific), Native American and Eskimo.

Check all that applies to the ownership:

- ☐ **African-American / Black** – A person having origins in any of the Black racial groups in Africa.
- ☐ **Hispanic** - A person of Spanish or Portuguese culture with origins in Mexico, South of Central America, Cuba, Puerto Rico, or the Caribbean Islands.
- ☐ **Asian / Pacific** – A person having origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Hong Kong, Laos, Cambodia and Vietnam, Indian Subcontinent or the Pacific Islands.
- ☐ **Native American / Eskimo** – A person having origins of American Indian, Eskimo, Aleut, or Native Hawaiian.
- ☐ **Woman**

I, _____ certify that _____
(print name of President/CEO/Owner) (name of business)
meets all of the eligibility requirements of a Minority-Owned Business Enterprise / Woman-Owned Business Enterprise (MBE / WBE).

The aforementioned business meets the following criteria: (1) at least 51% ownership by minority and/or woman (*comprise at least 51% of the board of directors in the case of non-profits*); (2) minority / woman control of all decisions concerning the business; (3) the majority of management and board / partnership / member positions are held by minority / woman and (4) has satisfied all other requirements administered by the Human Rights Department (HRD). I certify that I will notify Human Right Department (HRD) within 30 days in the event that my business no longer meets the criteria of this declaration.

Signature of President / CEO / Owner: _____ **Date** _____

Name and Title	Ethnicity	Gender	Ownership Percentage	Hours Worked/ Weekly

Total Ownership: 100%

If necessary, use a separate attachment to complete this item.

Affidavit of Applicant

I, being a duly authorized representative of the applicant, do hereby attest that the statements, documents, and responses provided in and with this City of Detroit Certification Application are true and correct to the best of my knowledge. I understand that I am making this statement subject to the penalties of perjury. I further understand that the City of Detroit reserves the right to require additional information prior to, during, and at any time after certification has been granted.

I understand that any misrepresentations of information provided in support of this application can result in **rejection, delay in processing, denial of the application, de-certification or revocation** of a certification, if conferred prior to discovery of the misrepresentation.

Name of Applicant concern: _____

Signature of Authorized Representative: _____

Authorized Representative's Title: _____

NOTARY ACKNOWLEDGMENT

STATE OF: _____

COUNTY OF: _____

The foregoing Affidavit of Applicant was acknowledged before me this

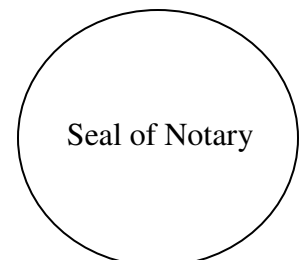
_____ day of _____, 20_____, by _____
(# Day of the Month) (Month) (Year) (Authorized Representative's Name)

to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed.

Signature of Notary: _____

Printed Name and Stamp of Notary: _____

My Commission Expires: _____



Detroit Business Certification Program Application of Certification

Appeal Process

(Keep this page for your reference)

Within fourteen (14) calendar days of the date of the applicant's receipt of a "Denial of DBB, DHB, DSB, MBE and/or WBE Certification", the applicant may file with the Human Rights Department (HRD) a written request for an informal discussion, the purpose of which is to permit the business to discuss its concerns about the denial.

After the informal discussion, the HRD shall issue a "Confirmation Notice" via certified mail: return receipt that outlines these subject matters:

- The issues discussed and the outcome of the informal discussion; and
- The business applicant's appellate rights

Only after it has exhausted the procedures set forth above may a business applicant appeal from a "Denial of DBCP Certification." A typewritten or printed "Claim of Appeal" shall be filed with the Human Rights Director within fourteen (14) calendar days of the date of receipt of a "Confirmation Notice." A "Claim of Appeal" shall satisfy all of the following requirements:

- Include a detailed narrative of all of the bases for reversal of the HRD's decision to deny DBCP certification. Any basis omitted from the "Claim of Appeal" is waived;
- Include documentation supporting the business applicant's claim that it satisfies the requirements for DBCP certification;
- Include a copy of the "Confirmation Notice" as described;
- Include a statement from the business applicant as to whether it desires an opportunity to discuss its appeal with the Human Rights Director; and
- Exclude any reliance on or reference to changes in the business applicant's ownership, operation and/or management occurring after the date of the "Denial of DBCP Certification."

A "Claim of Appeal" that does not substantially conform to the requirements of this process as outlined may be dismissed by the Human Rights Director without a decision on the merits of the appeal.